

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## POSITION VACANCY ANNOUNCEMENT

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### CHILD AND FAMILY SERVICES AGENCY

#### HUMAN RESOURCES ADMINISTRATION

**Amended: Residency Requirement**

**ANNOUNCEMENT NO:** CFSA-08-P084

**POSITION:**

Social Work Program Manager,  
MS-185-14

**OPENING DATE:** 6/30/08

**CLOSING DATE:** Open Until Filled

**IF "OPEN UNTIL FILLED"**

**SALARY RANGE:** \$88,545 - \$123,963

**FIRST SCREENING DATE:** 7/11/08

**TOUR OF DUTY:** 8:15 A.M. TO 4:45 P.M.

**WORK SITE:** WASHINGTON, D.C.

Monday – Friday

**PROMOTION POTENTIAL:** NONE

**AREA OF CONSIDERATION:** UNLIMITED

**NO. OF VACANCIES:** 2

**AGENCY:** Child and Family Services Agency (CFSA), Office of Deputy Director for Program Operation (ODDPO), Child Protective Services (CPS)

**DURATION OF APPOINTMENT:** MANAGEMENT SUPERVISORY SERVICE (AT WILL)

**"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.**

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**RESIDENCY REQUIREMENT:** An person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment

**BRIEF DESCRIPTION OF DUTIES:**

The incumbent is responsible for managing and providing leadership for the delivery of direct professional social work services to children and families of the District of Columbia, including the areas of abuse and neglect. These services operate on a 24 hour per day seven day a week basis, including weekends and all holidays. Directs core-line planning and management functions as well as expert clinical consultation on difficult investigations/issues. Coordinates program operations through subordinate supervisors and social workers to ensure quality services related to the health, safety, well being, and permanence for the Child and Family Services Agency (CFSA). Plans and directs work through Supervisory Social Workers and monitors service delivery for staff compliance with statutory guidelines and regulations and Agency policies and procedures, to effect remediation of child abuse and neglect problems. Manages development and implementation of case management work plans consistent with program objectives to plan and evaluate daily operations. Exercises the full range of managerial authority over subordinate staff, to include District Schedule supervisory social workers. Monitors professional social work staff work directly or through subordinates. Evaluates supervisory employee performance. Participates in the process of hiring new staff and ensures appropriate program staff ratios and equitable distribution of work. Manages personnel activities within the program. Guides supervisory staff in the implementation and monitoring of performance standards. Resolves and makes recommendations for disciplinary problems not resolved at a lower level. Oversees the development of ODDPO's training plan; identifies and provides for staff training needs and opportunities. Meets regularly with first-line supervisors and workers to discuss program progress, provide guidance and share information of mutual concern. Advises on and/or resolves operational problems; receives, reviews and discusses reports; makes assignments and solicits/ staff recommendations through the use of continuous quality improvement strategies. Interfaces with CFSA management levels and other organizational agencies and jurisdictions. Recommends action on obsolete, outdated, unclear and new policies and procedures in specific program areas. Drafts or revises policies and procedures based on current changes and complexity of service needs, and provides clarifying instructions to implement existing policies and procedures. Issues general written instructions to meet day-to-day needs of the program. Keeps abreast of new local and national developments in social work services; policies, procedures and practices of the Department of Human Services entities interrelated with the Commission on Social Services; and, extracts and integrates information with staff. Coordinates program work with other public and private agencies providing legal, medical, psychiatric, placement and other services. Participates in the review of laws, regulations and guidelines related to assigned program. Guides the implementation of new laws, regulations and guidelines for the program. Keeps abreast of professional social work issues and techniques. Integrates new knowledge into program operations, to broaden and intensify the scope of contributions of professional staff. Chairs and participates in committees and workgroups related to child welfare system issues. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

**SELECTIVE PLACEMENT FACTORS:**

- A Master's Degree in Social Work from a program accredited by the Council of Social Work Education.
- An Independent Clinical Social Worker License to practice Social Work in the District of Columbia (Must attach a copy of License to DC-2000).
- Requires a valid driver's license

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of related psychiatric, psychological and medical practices used in the evaluation and treatment of children and families;
2. Must have knowledge of pertinent resources, legal status and related policies and procedures as affect children and families; knowledge of the structure, function and mission of the Child and Family Services Agency, to supervise social work consistent with established goals and objectives.
3. Requires a thorough knowledge of human behavior dynamics; sensitivity to cultural diversity, age, and religious differences affecting child rearing, family and kinship patterns, attitudes about illness, medical care and communication patterns to supervise social workers developing case plans, providing counseling and conducting home visits and investigations
4. Must have the ability to use Microsoft Office for electronic case management requirements

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**OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.**

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DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

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Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

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How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

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<b>TO APPLY:</b>	<b>MAIL TO:</b>	<b>Child and Family Services Agency Human Resources Administration 400 6<sup>th</sup> Street, SW Washington, DC 20024</b>	<b>WALK-INS:</b>	<b>955 L'Enfant Plaza, 5<sup>th</sup> Floor Washington, D.C. 20024</b>
	<b>FAX TO:</b>	<b>(202) 727-5750</b>	<b>WEBSITE:</b>	<b><a href="http://www.cfsa.dc.gov">www.cfsa.dc.gov</a></b>
	<b>EMAIL TO:</b>	<b><a href="mailto:cfsa.jobs@dc.gov">cfsa.jobs@dc.gov</a></b>	<b>TELEPHONE:</b>	<b>(202) 724-7373</b>

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IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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